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27 August 1968

MEMORANDUM FOR: Records Management Officers  
SUBJECT : Records Purge

This is by way of a recap of the situation regarding the purge of records holdings at the Agency Archives and Records Center, and provides suggestions and guidance for the preparation of progress reports.

Cause and Effect

The cause of the purge was the fact that the Agency Records Center is almost full. In machine listings of records holdings in the Agency Records Center, the categories of records are identified as follows:

Disposition Code: DC-1 identifies permanent records. DC-2 identifies temporary records and DC-3 identifies indefinite records.

Definitions of Disposition Codes

PERMANENT - These are records identified as records of enduring value by existing Records Control Schedules and will eventually be processed into the Agency's Archival Records.

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**TEMPORARY** - These are records that have a definite disposition instruction in existing Records Control Schedules and will be pulled from the shelf and destroyed when the specified time has elapsed.

**INDEFINITE** - The disposition instructions for these do not provide for destruction but instead call for some future action to be taken prior to destruction.

The effect of a rapidly filling records repository could have been the construction of additional storage facilities, but since the Executive Director-Comptroller has disapproved this possibility, the alternative is a purge of existing records in order to buy time and reclaim space. On 12 July 1968 Mr. Proctor passed on to the Executive Council the Executive Director-Comptroller's decision to purge the Agency records holdings [REDACTED]

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Records Center by "approximately 50 per cent." In accordance with Mr. Proctor's directions, various components of DDI have taken action since early July, have appointed senior representatives to review records

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holdings [REDACTED] have made plans for a reduction of records, and in many cases are ready to take positive action.

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The Executive Director-Comptroller has established the CIA Records Management Board, chaired by the Agency Records Administration Officer and comprised of senior Records Administration Officers from each Directorate and the Office of the Director. The Board is responsible to study records problems, seek solutions, and coordinate proposed alternatives. The Board will develop modern indexing, storage, and retrieval systems, and recommend improved techniques to manage the creation, maintenance, and disposition of Agency records.

Where Do We Start?

The Records Control Schedule is a good starting point for almost any action having to do with records, including destruction. The Schedule identifies Permanent, Temporary, and Indefinite categories, and in most cases will identify documents in each category by title, form number or description. It is often possible to find records within the Temporary category which can be destroyed at an earlier date than the date which appears on the Schedule. The

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Indefinite category will often yield records which can be destroyed, also. While reviewing the Record Schedule, it is also possible to look into the reasoning behind classifying certain records as Permanent, and while the changing of the classification of Permanent records requires a type of legal action, changes can be made.

Other pertinent and helpful information can be obtained from the machine listings mentioned above, which include figures for each component on major record groups stored at the Center, inactive records, holdings by category, by type of disposition instruction, by accessioning job number, and others. The DDI Records Administration Officer has copies of these listings and can make them available for use.

Offices which have not appointed senior type persons to review records holdings preparatory to purging should do so immediately, and have these representatives visit the Records Center to get a first-hand view of the current situation.

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Progress Report

A progress report for the DDI is required on the initial actions taken and the plans being developed for each Office. The report should be sent to [REDACTED]

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25X1A [REDACTED], Room 2F36 Headquarters Building, by 13 September

25X1A 1968. [REDACTED] will consolidate reports for forwarding to the Executive Director-Comptroller. The following information should be included in the initial report:

1. Name and position of officer(s) in your component responsible for the records purge and follow-on procedural improvements.
2. Nature and scope of your purge plan and elements of the plan accomplished during this initial reporting period.
3. Results within this reporting period, including types and volume of records which have been earmarked (even if tentatively) as candidates for possible destruction.
4. Your work schedule for proceeding with the purge.
5. Other comments (e.g., microfilming plans, change in records creation and duplication procedures, etc.)

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[REDACTED]  
Records Administration Officer  
O/DDI Administrative Staff